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8 June 1984

MEMORANDUM FOR: DDO Personnel Officer

25X1   FROM:

SUBJECT: Manpower Requirements: Clerical and Ops

1. In response to your request, HRPS has obtained an updated report on

the clerical and Ops manpower requirements. I have included definition sheets

that clarify the occupational code series for each of the graphed categories,

as well as a tabular listing of the data itself. Attached are charts

depicting the requirements and resources for both models. For comparison

purposes, I have also included a graph depicting the Ops manpower requirements

as they existed in July 1983.

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Attachments:
A. Definitions
B. Manpower Statistics
C. Charts
D. Models: Clerical and Ops dated May 1984

DISTRIBUTION:
Original - Addressee w/att
       1 - Chrono wo/att
       1 - NED Working File w/att
       1 - CT Model File w/att
       1 - DDO Projects w/att
       1 - Stayback

25X1   OP/HRPS   (11JUNE1984)

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DEFINITIONS FOR OPS MODEL

Operational Requirements:

Ops coded - positions with the following occupational code series:
    90.01 career trainee
    90.02 pre-career trainee
    90.03 language trainee
    136.05 operations officer
    136.05 chief-of-station
    136.08 chief-of-base

25X1   Training - [ ] requirements, positions as follows:
    1710.02 training officer
    1712.32 instructor - ops

Non-Ops - additional ops requirements that consist of all positions not in ops coded series that are occupied by employees that are in the operational occupational code series.

Other Ops - Ops related requirements as follows:
    303.12 int ops res asst
    1045.01 translator
    1045.04 transcriber

Operational Resources:

Ops coded - number of employees assigned to occupational code series as listed in ops coded requirements above.

25X1   Training - [ ] resources, number of employees assigned occupational codes 1710.02 or 1712.32.

Non-Ops - Number of employees that are not in the operational code series but who occupy positions in the operational code series.

Other Ops - Number of employees in the following occupational code series:
    303.12 int ops res asst
    1045.01 translator
    1045.04 transcriber

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DEFINITIONS FOR CLERICAL MODEL

Clerical Requirements:

Cler Coded – Count of all D Career Service positions with subcategory C
and ceiling A.

Non Cler – Additional clerical requirements that consist of all positions
not coded subcategory C that are occupied by employees with
subcategory C.

Unalloc – Portion of D Career Service ceiling that is scheduled to be
allocated as clerical.

Clerical Resources:

Cler Coded – Count of all D Career Service Employees with subcategory C
and Ceiling A.

Non-Cler – Number of employees who are in positions that have subcategory
C but are not clerical.

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